

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed EB - Family Visitation Day

DD/A Registry

82-2295/1

FROM:

EO/DDA
7D-18 Hqs.

EXTENSION

NO.

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DATE 28 September 1982

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RCD
1105 Ames Bldg.

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1 - Please have the attached proposed EB officially coordinated with the Offices of Security and Logistics as well as with the DDS&T and the DDI.

Distribution:

0 - Adse

1 - DDA Subj

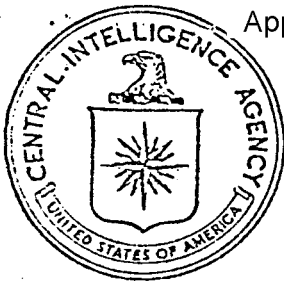
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EO/DDA, [] ba(28Sep82)

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EMPLOYEE BULLETIN

EB No.

FAMILY VISITATION DAY

1. The Agency will hold a Family Visitation Day at Headquarters Building as well as selected buildings occupied by Agency personnel on Saturday, 30 October 1982.

2. For your guidance, the following information is provided:

a. There will be four film presentations in the Headquarters Auditorium, each lasting approximately 20 minutes, at 10:00 a.m., 11:30 a.m., 1:00 p.m., and 2:30 p.m.

b. Following the Auditorium presentations, families may tour Agency buildings escorted by the sponsor. The following areas in the Headquarters Building will be open for visitation:

Auditorium
Communications Center (1B-21 and 1A-53) |
ODP Ruffing Computer Center (GC-03)
Medical Services (1D-40)
CIA Library (1E-41)
Credit Union (1J-33)
EAA Store (GF-40) (no sales)
Cafeterias (no meal service)
Fine Arts Committee Exhibit (1D Corridor)
Self Study Center (GJ-68)
Language Loft (South Cafeteria)

Employees also may escort members of their families to their offices (except offices open for regular business).

c. Eligible guests are limited to employees, including contract employees (only those authorized unescorted access to Agency buildings) and detailees from other agencies and the military services, currently assigned in the metropolitan area and witting members of their immediate families.

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d. Employees with cover considerations are advised to consider carefully the impact on their cover of family visits to Headquarters. It is the employee's responsibility to determine if his or her personal cover is jeopardized by exposure to dependents of other employees.

e. The following buildings will be open, as appropriate, for visitation: Headquarters, Chamber of Commerce, Ames, Key

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f. Admission to the Auditorium for the four presentations will require one ticket for each family member. This is necessary to accommodate the relatively limited seating capacity of the Auditorium. Tickets will be made available through the Offices of the Director of Central Intelligence, Deputy Director for Administration, Deputy Director for Intelligence, and Deputy Director for Science and Technology for further distribution within those areas. (For cover reasons, the Directorate of Operations will not participate in Family Visitation Day.)

3. The following ground rules apply:

a. Employees, as defined in paragraph 2c, must escort families and relatives throughout the visit.

b. The hours for visits will be from 9:30 a.m. to 4:00 p.m.

c. Tickets will be required for entrance to the Auditorium. Employees sponsoring the visit also will identify themselves with their Agency badge.

d. Visitors may enter and leave the Headquarters Compound through Gate 1 (Route 123) or Gate 3 (Parkway). Gate 3 will open at 9:00 a.m. and close at 4:00 p.m.

e. Parking at Headquarters Building will be open; there will be no reserved parking between the hours of 9:30 a.m. and 4:00 p.m.

f. The following entrances will be open: Northeast, South Loading Dock, and Main (closes at 4:00 p.m.).

g. While there are no restrictions regarding the time of visits to the various exhibits, visitors are requested to attend Auditorium sessions in accordance with the times printed on their tickets.

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